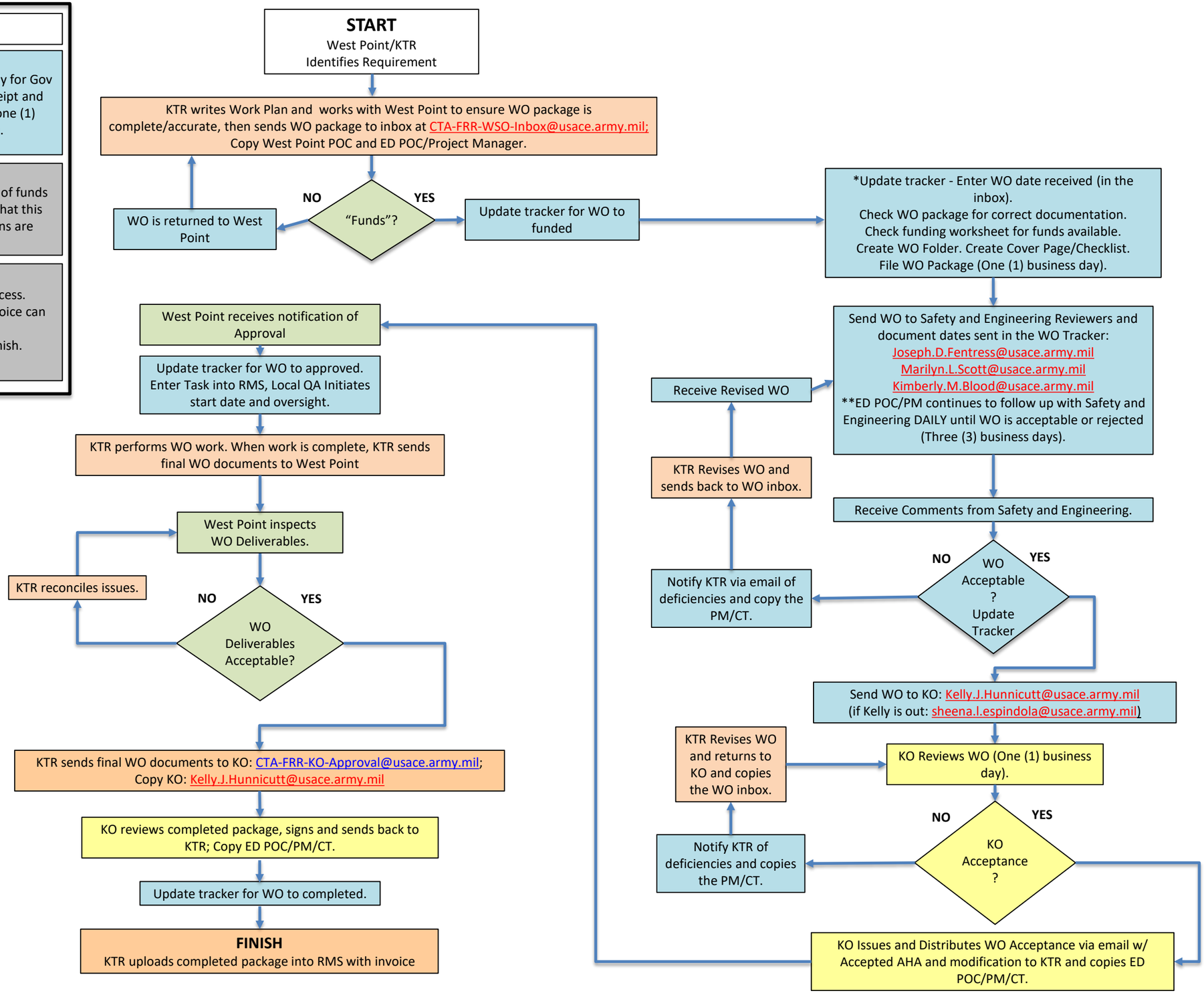
FRR/West Point– Routine Work Order Process

Responsibility Legend:	Response Times:
West Point	ED POC: Must assemble WO package and have ready for Gov review within one (1) business day of receipt and forwarded to each review stage within one (1) business day of review completion.
Contractor (KTR)	
Engineering Point of Contact (ED POC)	
Contracting Officer (KO)	USACE Response Goals: Within Five (5) business days after receipt of funds expect WO to be approved. Please note that this timeline could shift if KTR WO corrections are needed during reviews.

Notes:
1) West Point may inspect the work/deliverables at any point in the process.
2) KTR should submit final WO package to HNC with invoice. A draft invoice can be submitted prior to West Point Approving for Closure.
3) ED POC/PM to be copied on correspondence until the WO reaches finish.
4) Tracker to be updated throughout each step